



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Section 101 - Human Resources

Human Resources - 101.00		
S.O.P. # 101.11	Overtime Policy	PAGE: 1 OF 2
EFFECTIVE: 07/01/2001	Authorized: John Filer, Chief	
REVISED: 09/28/2016	Authorized: William Stephens, Director	

101.11.01 Purpose

To inform personnel of the policies and procedures regarding overtime.

101.11.02 General

Overtime compensation is governed by the Charles County Government Personnel Policy and Procedures Manual, Chapter 5. This SOP is a department adjunct to Chapter 5.

101.11.03 Policy

1. Overtime shifts will be posted on e-Scheduler.
2. Immediate overtime openings will be posted on e-Scheduler and via the Everbridge employee notification system. Immediate openings are available on a first come first served basis.
3. Approximately two weeks prior to the shift occurring it will be made available to all field personnel.
4. Once an employee agrees to work a particular shift they become directly responsible for that shift's coverage should they no longer become able to fulfill that commitment.
5. Anytime an employee works a shift that is beyond their regularly scheduled work hours, they must complete and submit a *Charles County Department of Emergency Services Overtime Request Form*. This includes time worked for EMS as well as collateral duty assignments (TEMS, Hazmat, special events, etc).
6. Personnel who fail to submit *Overtime Request Forms* with their timesheet may be delayed in their overtime compensation. It is the employee's responsibility to track and submit their time worked.
7. The Operations Captain reserves the right to adjust and manage the posting and equitable distribution of overtime.

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101.11.04 Procedure

1. Personnel wanting to sign up for an open shift on e-Scheduler may do so by clicking on the Vacant Shift Calendar. Vacant shifts are highlighted in yellow.
2. Partial shift hours may be acquired for a vacant shift through verbal confirmation with the on-duty Medical Duty Officer or the Operations Captain.
3. Immediate overtime openings may be acquired via verbal or electronic confirmation with the notifying Medical or Special Operations Duty Officer. These shifts are available on a first come first served basis.
4. Filled overtime shifts shall be appropriately documented and updated by the on-duty Medical Duty Officer, Special Operations Duty Officer or by the Operations Captain once the shift has been filled.
5. Management shall be responsible for the accurate and timely upkeep of the official duty schedule.